



Program Supervisor - Education/Training

Details

Job ID : 540

Title : Program Supervisor - Education/Training

Job Code : 941

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Training

Purpose

Responsible for oversight of Judicial Branch Education staff and Training staff, including staff assignments, education and training program development, and event planning.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- 4 year college degree
- Experience for degree @1:1
- 2 years of related experience; Substitution and related experience must be with training or education, including lesson plan development, training delivery, etc.

Job Skills/Abilities

- Intermediate computer skills
- Excellent organizational skills
- Effective project management skills
- Good writing and oral communication skills

Job Preferred Knowledge

- Supervisory experience
- Knowledge of criminal justice system
- Knowledge and interaction with the Court of Justice

Job Duties

- Day to day supervision and administration all aspects relating to the management of the division of judicial branch education and division of training, including staffing, training, time management, and administrative functions
- Analyze, assist, and resolve work problems, including both business and personnel areas
- Develop, implement, and interpret division policies and procedures
- Ensure compliance for Judges in regards to Kentucky Revised Statutes for Continuing Judicial Education and Continuing Legal Education
- Work directly with Court of Justice Elected Officials and Administrative Office of the Court
- Plan and develop curricula and agendas for conference and department educational and training programs
- Establish and adjust work procedures to meet the division's mission
- Develop and review teaching lesson plans for elected official faculty development
- Develop and review teaching lesson plans for employee professional development
- Event planning for departmental conferences, including logistics and contract negotiation
- Other duties as assigned